

Chief, Management Branch

23 July 1948

Chief, Services Branch

Proposed revision of Administrative Instruction No. 40-5

25X1A9a

1. I am returning herewith a proposed revision of Administrative Instruction No. 40-5 submitted to the Chief, Services Branch by Mr. [REDACTED] of the Management Branch by hand.

2. I am attaching the comments of the Chief, Supply Division and the Chief, Property Control Division, Services Branch, which comments I believe are well taken.

3. However, in addition to the comments contained in the attached memorandums, it is my feeling that the proposed chart would be of valuable assistance as a supplement to the existing Administrative Instruction No. 40-5 but not in lieu thereof. I believe that charts of this type are intended as a ready reference for administrative personnel to determine the exact procedure to be followed in processing administrative requests. I do not believe they can supplant statements of policy, iron bound procedures, etc.

4. It is therefore recommended that the chart be revised in accordance with these comments and that upon completion, returned to the Services Branch for review prior to publication.

[REDACTED] 25X1A9a

MIM:vm

cc: MIM chrene
ADM. Instr. 40-5 file ✓
Mr. [REDACTED]
Mr. [REDACTED]

Document No. 12
NO CHARGE IN CHARGE. ✓
Circled. CHANGED TO: TS S G
DDA [REDACTED] 4 Apr 77
Authn: [REDACTED]
Date: 18 APR 1972 By: 024

25X1A9a